

Reference code	Category of Supplier or service	Eligibility
BHA/RG/01/24/25/26	Stationery and office supplies	Open
BHA/RG/02/24/25/26	Bulk printing and design services	Open
BHA/RG/03/24/25/26	Furnitures and fitting services	Open
BHA/RG/04/24/25/26	Courier and logistics services	Open
BHA/RG/05/24/25/26	Taxi and car hire services	Open
BHA/RG/06/24/25/26	Flight (ticketing) services	Open
BHA/RG/07/24/25/26	Event planning services	Open
BHA/RG/08/24/25/26	Cleaning services	Open
BHA/RG/09/24/25/26	Internet services	Open
BHA/RG/10/24/25/26	Office repair and maintenance services	Open
BHA/RG/11/24/25/26	Drinking water supply	Open
BHA/RG/12/24/25/26	Network cabling and computer maintenance	Open
BHA/RG/14/24/25/26	Accommodation & conference services,i.e <i>Narok,Naivasha,Nakuru,Embu,Kitui,Kisumu,Nairobi,mwingi,meru,kakamega, Bungoma,Kitengela,Oi kalou,Arusha,dodoma, Kathwana, Dar Es Salaam, Mombasa,Bomet,Lodwar</i>	Open
BHA/RG/15/24/25/26	Professional service provider	Open
BHA/RG/16/24/25/26	Safety equipment	Open
BHA/RG/17/24/25/26	Staff immunization services	Open
BHA/RG/18/24/25/26	Recruitment services	Open
BHA/RG/19/24/25/26	Veterinary supplies (equipment and drugs)	Open
BHA/RG/20/24/25/26	Airtime supply	Open
BHA/RG/21/24/25/26	Vehicle/ equipment and office insurance	Open
BHA/RG/22/24/25/26	Supply of electronic equipment	Open
BHA/RG/23/24/25/26	Legal services	Open
BHA/RG/24/24/25/26	Audit services	Open
BHA/RG/25/24/25/26	Provision of photography Videography	Open
BHA/RG/26/24/25/26	Maintenance and servicing of Motor Vehicles- garaging and Spare and Lubricants	Open
BHA/RG/27/24/25/26	Video conferencing/Live streaming services	Open
NOTE		

CURRENT SUPPLIERS MUST RE-APPLY FOR CONSIDERATION

PEOPLE WITH DISABILITIES, YOUTH AND WOMEN ARE ENCOURAGE TO APPLY

1. Attach a copy of Business registration certificate.
 2. Attach tax compliance certificate
 3. Attach proof of payment for each category- **Each category attract registration fee of KES 3,000**
- A complete set of the registration data sheet may be obtained from the organization website- <https://panafricandonkeyconference.org> or you can request it via the email brookeea@thebrookeeastfrica.org
- Evaluation criterion is available in the registration data sheet
- Complete set of Registration Documents with subject clearly marked 'Registration of Suppliers' and indicating Ref: Code and category description shall be send via brookeea@thebrookeeastfrica.org on or before 3:00PM on Friday, August 16, 2024.
- Where required, all requisite documentation must be scanned and send via the email provided as

one document. Paper/hardcopy applications will not be accepted. Only applicants who duly complete the online pre-qualification process will be notified on the outcome of their applications after completion of the vetting process.

The information collected will be solely for the registration of service providers

Documents submitted after the closing date and time will not be accepted.